Dear Governor:

(Name of department) staff have performed an evaluation of the internal control system of the department, in effect during the two-year period ending September 30, _____, as required by Act 431 of 1984, as amended.

Objectives of the internal control system of the department are to provide reasonable assurance that measures are being used to:

- Develop reliable financial reports.
- Promote effective and efficient operations, including the safeguarding of State assets.
- Encourage compliance with applicable laws, rules, and regulations (including prescribed managerial policies regarding financial-related activities, budgetary controls, and others).

I recognize the limitations that exist within any internal control system, as detailed in the General Framework issued by the Office of the State Budget, in consultation with the Auditor General.

Results of the evaluation, assurances given by appropriate department officials and other information provided indicate that the internal control system in effect during the two-year period ended September 30, 20__ complies with the requirement to provide reasonable assurance that the above-mentioned objectives were achieved, within the limits referenced above. *Results of the evaluation, however, did discover the following material weaknesses (delete this sentence if not applicable):*

(List of Material Weaknesses)

Attachment A contains the certification of the department's internal auditor regarding the department's internal control evaluation and reporting processes.

Attachment B contains a copy of the Internal Audit Activities report as prescribed in the Financial Management Guide, Part VII, Chapter 3, Section 100.

Attachment C contains the department's plans and time schedules for correcting weaknesses and status of actions taken to correct weaknesses identified in prior years' reports (delete this sentence if not applicable).

(SIGNATURE, DEPARTMENT DIRECTOR)

cc: Auditor General   Senate Appropriations Chair
       State Budget Director   House Appropriations Chair